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CITY OF INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY  
REGULAR MEETING MINUTES  
CITY OF INDUSTRY, CALIFORNIA  
SEPTEMBER 7, 2022  
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The Regular Meeting of the Industry Property and Housing Management Authority of the City of Industry, California, was called to order by Chair Ken Calvo at 10:34 a.m., in the City of Industry Council Chamber, 15651 Mayor Dave Way, California and telephonically using Conference Call Number, 657-204-3264, Conference ID: 307 252 09#.

**FLAG SALUTE**

The flag salute was led by Chair Ken Calvo.

**ROLL CALL**

PRESENT: Ken Calvo, Chair  
Tim Seal, Vice Chair  
James Bickel, Board Member  
Phil Cook, Board Member  
Timothy O’Gorman, Board Member

STAFF PRESENT: Josh Nelson, Executive Director; Bing Hyun, Assistant Executive Director; James M. Casso, General Counsel; telephonically, then arriving at 10:38 a.m., and Julie Gutierrez-Robles, Secretary.

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT CALENDAR**

**5.1 CONSIDERATION OF THE REGISTER OF DEMANDS FOR SEPTEMBER 7, 2022**

*RECOMMENDED ACTION:* Approve the Register of Demands.

**5.2 CONSIDERATION OF RESOLUTION NO. IPHMA 2022-11 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY CONTINUING THE AUTHORIZATION OF REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361**

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*RECOMMENDED ACTION:*  
2022-11.

*Adopt Resolution No. IPHMA*

MOTION BY BOARD MEMBER COOK AND SECOND BY BOARD MEMBER O'GORMAN TO APPROVE THE CONSENT CALENDAR. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	BICKEL, COOK, O'GORMAN, VC/SEAL, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	NONE
ABSTAIN	BOARD MEMBERS:	NONE

## **BOARD MATTERS**

### **6.1 CONSIDERATION OF RESOLUTION NO. IPHMA 2022-12 – A RESOLUTION OF THE INDUSTRY PROPERTY AND HOUSING MANAGEMENT AUTHORITY OF THE CITY OF INDUSTRY, CALIFORNIA, ADOPTING RENTAL APPLICATION GUIDELINES.**

*RECOMMENDED ACTION:*  
2022-12.

*Adopt Resolution No. IPHMA*

Executive Director Josh Nelson provided a staff report outlining the minor changes developed by the Ad Hoc Committee since the last meeting. The Rental Application Guidelines, with changes, were explained along with the calculation used for the monthly rent amount.

Chair Ken Calvo recognized the Ad Hoc Committee for its due diligence. Chair Calvo asked if the proposed rent amounts covered our costs. Executive Director, Josh Nelson proceeded to explain that staff calculated that the added costs to have tenants, averaged out to \$0.44 per square foot. The additional costs even without tenants was approximately \$0.77 per square foot. The Ad Hoc Committee recommended that the tenants contribute 33% of the \$0.77. This would calculate to \$0.2567, plus \$0.44, for a total of \$0.70 per square foot.

It was agreed upon to move forward with the mailing of the Interest Cards to all the addresses within the City. Executive Director, Josh Nelson said that he will give direction to staff to mail out tomorrow.

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MOTION BY VICE CHAIR SEAL AND SECOND BY BOARD MEMBER BICKEL TO ADOPT RESOLUTION NO. IPHMA 2022-12. MOTION CARRIED 5-0, BY THE FOLLOWING VOTE:

AYES:	BOARD MEMBERS:	BICKEL, COOK, O’GORMAN, VC/SEAL, C/CALVO
NOES:	BOARD MEMBERS:	NONE
ABSENT	BOARD MEMBERS:	NONE
ABSTAIN	BOARD MEMBERS:	NONE

**6.2 DISCUSSION AND DIRECTION REGARDING RENT INCREASE FOR EXISTING TENANTS**

*RECOMMENDED ACTION: Provide direction to Staff.*

Executive Director Josh Nelson suggested, from a timing standpoint, we set the rate increases to a fiscal year schedule and target the January meeting for a vote. This will allow staff enough time to look into the measurements of the different properties, to include into the budget for March, and time for rent increase notices to go in time for July 1, 2023. Chair Ken Calvo said he would prefer to do these increases annually rather than semi-annually.

Discussion ensued regarding the .70 cents per square footage and the size of each rental. This could widely affect the amount of rent per house and will take some research to calculate the variance and best method to increase the rent.

Assistant Executive Director Bing Hyun reviewed what other local cities were quoting for their tenants.

It was agreed to get more data in order to complete this rate increase calculation. If staff could target November with providing more information to the authority, we can plan on fine turning at the December meeting and presenting a staff report for approval at the January 2023 meeting.

Chair Ken Calvo nominated himself and Board Member James Bickel to form another Ad Hoc Committee regarding how to go about raising the rent and processing of rental applications.

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**EXECUTIVE DIRECTOR REPORTS**

Executive Director Josh Nelson thanked the Ad Hoc Committee for their time and commitment and said, "I'm looking forward to working with the new Ad Hoc team".

**AB 1234 REPORTS**

There were none.

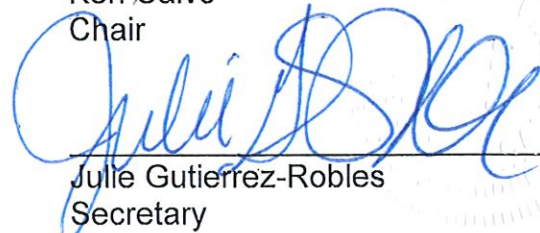
**BOARD MEMBER COMMUNICATIONS**

Board Member Phil Cook thanked staff and the Ad Hoc Committee for their effort and time worked on this process. "I know it was a lot of work."

**ADJOURNMENT**

There being no further business, the Industry Property and Housing Management Authority adjourned at 11:00 a.m.

  
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Ken Calvo  
Chair

  
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Julie Gutierrez-Robles  
Secretary

